



Allocations Committee

Approved

Wednesday, January 4, 2006
3:00 pm
Public Health
4041 North Central Avenue, Phoenix
15th Floor, Joshua Room

The following provides a written summary of recorded minutes. To listen to the official recorded minutes, contact Planning Council Support. The recording will be provided for review.

MEETING MINUTES

PHOENIX
EMA
RYAN
WHITE
PLANNING
COUNCIL

Attended: Larry Stähli, Maclovía Zepeda, Marc Allan, Mark Kezios, Michelle Barker, Randall Furrow, Stephen O'Dell (via teleconference)

Alternates:

Excused: Debby Elliott

Absent: Fran Garrett, Mary Rose Wilcox

Guests: Michael Bryson, John Saperó, Cheri Tomlinson, Larry Ross, Kevin McNeal, Harold Phillips (via teleconference)

Welcome, introductions and declarations of any conflicts-of-interest

Larry Stähli called the meeting to order at 3:15 p.m., and welcomed the attendees. Everyone introduced him/her self and declared any conflicts-of-interest.

Stephen O'Dell has returned as a member of Allocations.

Determination of quorum

Larry Stähli determined that quorum was established with seven of ten members.

Review and approval of the minutes for the December 7, 2005, meeting

MOTION: Mark Kezios moved to accept the minutes. Randall Furrow seconded.

DISCUSSION: None.

OUTCOME: The motion passed.

Larry Stähli
Committee Chair

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MEETING MINUTES *continued*

Administrative Agent Update

Kevin McNeal reviewed utilization reports for the third quarter of 2005 (available from PCS). He reported that their office is finalizing amendments for scoop-up and reallocations that are not included in the report yet. The committee asked general questions about minor variances. A difference of 5% is considered cause for concern.

Marc Allan asked for predictions on the impact of Medicare Part D on pharmaceuticals coverage. Kevin McNeal could not predict, but the plan is to mirror Title II's policy until it is re-evaluated in 6 months. The AA's office is striving to minimize any risk of coverage gaps.

Kevin McNeal reported that they expect carry-over to be minimal in 2006, and solicited the committee's input in expanding the utilization reports to meet their needs. Marc Allan suggested the committee discuss how the reports might be improved during the next Allocations meeting.

Michelle Barker asked if outreach, mental health and substance abuse could be broken out of the data as individual categories. Kevin McNeal said it could be supplied in a revised report.

Maclovía Zepeda asked about the Substance Abuse Services Administration's (SAMSA) impact on utilization. Kevin McNeal replied that all other funding sources must be considered in determining Title I allocations and must be researched for inclusion in the reports.

Committee Chair Update

Larry Stähli reviewed the agenda for the day.

Scoop-Up and Carry-Over discussion

HRSA consultant Harold Phillips reminded the committee that sustainability must be discussed in any use of carry-over funding. Kevin McNeal discussed how capacity building may be preferable to service funding so that service delivery is improved for long-term results for many people.

Mark Kezios asked about using carry-over to fund dental services. Harold Phillips said it could be used, but you should never presume that the carry-over will be approved for your request. Mark Kezios asked whether carry-over could fund office equipment for community service organizations. Harold Phillips replied publications related to HIV education could be funded, but HRSA generally says 'no' to dollars not put back into direct services, although if you could make a case that the equipment is used in the delivery of services, they could say 'yes.'

MEETING MINUTES *continued*

Michelle Barker asked if carry-over could be used to maintain the current level of funding in a category that has been reduced. Harold Phillips said, 'absolutely'—it could, and many EMAs do just that.

Stephen O'Dell asked if carry-over might fund events for fundraising for service categories. The AA said no fundraising is permitted using Title I funds.

Cheri Tomlinson asked whether pharmacy equipment that electronically links physicians to the pharmacy might be funded through carry-over. Harold Phillips said it appropriate, but would need very good justification to show its usefulness on service delivery since hardware and software go through additional examination by HRSA.

Marc Allan asked if approved systems are listed anywhere. Harold Phillips said he does not know of any compilation of what EMAs use.

PCS supplied a list of potential directives developed during Priority Setting and Resource Allocations (PSRA) in 2005. (available from PCS)

Larry Stähli requested members to develop ideas for consideration at the next meeting.

Data needs for Priority Setting and Resource Allocation (PSRA)

The committee reviewed the list of data that might be considered for the PSRA including:

Epidemiological data—ADHS and Maricopa County

Utilization reports—AA's office with any changes requested by Allocations Committee

Needs Assessments

 2005 Consumer Survey—Planning Council Support

 2005 Rapid Assessment Response Evaluation (R.A.R.E.) of the Out-of-Care Population—Collaborative Research

 2006 Out-of-Care Population— Not bid yet

 Pinal County Residents—Collaborative Research

 African-American Community—John Snow, Inc.

 Hispanic Community—Not bid yet

2006-2008 Comprehensive Plan—John Snow, Inc.

Service Provider presentations

Non-Ryan White provider presentations

Governmental agencies (SAMSA, et al.)

Special and emerging populations—Invite agencies to report on trends (Catholic Social Services, et al.) for April presentations

2005 Resource Inventory—Community Planning Group

Consumer input through town hall meetings

Harold Phillips said it is the Allocations Committee's responsibility to determine the data and oversee their presentation to the Council in a user-friendly fashion. The committee is charged with developing, presenting, and managing the entire PSRA

MEETING MINUTES *continued*

process with the Planning Council's approval. Considerations for Allocations oversight of the data presentations include the scheduling, location, catering, methods and process, weighing the data, what's included, who may present and for how long. Other EMAs' Allocations Committees invite non-Ryan White providers to present their agencies in the spring so that alternate funding is understood prior to PSRA in the summer.

Cheri Tomlinson suggested directives must be proposed with associated costs. She also suggested inviting social service agencies to present on community trends. Additionally, she requested analyzing epidemiological data by gender and age.

Marc Allan requested that the list of approved and requested data be formalized and include evaluations of the benefits of services.

Michelle Barker requested that the AA's office solicit provider input during development of their recommendations. Kevin McNeal said provider meetings are scheduled monthly for training and input throughout 2006, and a cost-per-unit method is being developed. Michelle Barker suggested directives be developed very close to the data presentations so there would be time to develop their feasibility prior to Priority Setting. March was chosen as a deadline for developing the process and determining the data needs.

PCS suggested the AA's recommendations might be presented to Allocations for consideration prior to presentation to the Council. Harold Phillips warned against using that as a single source, instead analyzing *all* of the data to develop recommendations from the Allocation Committee as a suggested starting point for the Planning Council.

Marc Allan asked whether carry-over funds could be spent on evaluating the value of care services. Harold Phillips said the data probably exists and the committee needs to determine what to request, but Quality Management reports should measure outcomes. Marc Allan proposed that specific clinical data could support funding requests for controversial services. Harold Phillips listed evaluation questions that set criteria for funding the continuum of care:

1. Are the services designed to reduce morbidity and mortality?
2. Do they reduce or eliminate the barriers to care?
3. Do they help people to remain in care?

At the next Allocations Committee meeting, the committee's Chair and Vice Chair have agreed to present a recommended data list and PSRA process based upon their review of last year.

Review of the Allocations Committee Policies and Procedures

This item was tabled.

MEETING MINUTES *continued*

Current events summary

Randall Furrow announced the schedule for the upcoming Membership meeting. He congratulated Larry Stähli for his birthday saying he was "an inspiration for us all."

Michelle Barker announced the schedule for the Standards Committee.

Larry Stähli reported Community Planning & Assessment will be traveling to Pinal County on January 13 to develop the survey tool for a needs assessment. He also announced CPG's schedule.

Mark Kezios announced the schedule for upcoming Council meetings.

Cheri Tomlinson introduced Larry Ross, MIHS support analyst in grants/finance. Also, MIHS will be hosting National Awareness Day for HIV in Women and Girls on March 10, 2006.

Call to the public

None.

Adjourn

The meeting adjourned at 4:45 p.m.

The next meeting of this committee is scheduled for: Wednesday, February 1, 2006.
This committee generally meets on the first Wednesday of each month.

Funding is provided by the United States Department of Health and Human Services, the Ryan White CARE Act Amendments of 2000 and the Maricopa County Department of Public Health.